

(Farm name) _____		
(Farm address) _____		
Date Created:	(Title) _____	Last Reviewed:
Version #: 0.1	Prepared By:	Last Updated:

SOP __ (# of the SOP): _____ (title of the SOP)

Purpose: (What is the purpose of the SOP?)

Materials Needed: (What materials do you need to complete these tasks?)

- _____
- _____
- _____
- _____
- _____

Assigned to: (Who is responsible for doing which parts of this SOP?)

Person or position:	Responsibilities:
• _____	_____
• _____	_____
• _____	_____
• _____	_____

Procedure: (What steps need to be done to complete this task/process? Include the frequency and where it needs to happen.)

1.

2.

3.

4.

5.

(Farm name) _____		
(Farm address) _____		
Date Created:	(Title) _____	Last Reviewed:
Version #: 0.1	Prepared By:	Last Updated:

-
- 6.
-
- 7.
-
- 8.
-
- 9.
-
- 10.
-
- 11.
-
- 12.
-

Verification and Documentation: *(How will you verify that this procedure has been followed properly? Where will any necessary documentation be recorded? Who will check it?)*

Reviewed By:	Signature:	Date:
--------------	------------	-------